

LOBBYIST ANNUAL RENEWAL & REPORTING FORM INSTRUCTIONS

SECTION I Contract Lobbyist Report

If the Lobbyist is renewing the annual registration and submitting a Semi-annual report, check the box for the Annual Renewal and Semi-annual Report period.

If this is an amendment to a previously filed report, check the box for "Amendment" and indicate which form and the date of the report that is being amended. ONLY ATTACH PAGES WITH NEW INFORMATION.

If you have terminated of all lobbying activity, check the box marked "Termination" and indicate the date when you ceased all lobbying activity.

Contract Lobbyist: Identify the name of each person working for the Contract Lobbyist to engage in lobbying activity. The person may be an individual employed by the Contract Lobbyist, an individual working as an independent contractor for the Contract Lobbyist, or an entity that has a subcontract with the Contract Lobbyist, to engage in lobbying activity. In addition, if the independent contractor or subcontractor meets the \$1,000 threshold for compensation during any 3 consecutive month period, they must separately register as Contract Lobbyists and identify the Clients they represent. In this instance, the independent contractor or subcontractor may not be directly compensated by the Client whose interest they are advancing but by the Contract Lobbyist that had the initial arrangement with the Client.

- **Contract Lobbyist Client Information:**

- List the name, address, and telephone number of the Client. Specify the date when the Contract Lobbyist was retained to represent the Client. If the Contract Lobbyist has more than 1 Client, a separate page should be filled out for each Client.
- A Client is any person who compensates the Contract Lobbyist for representation.

Describe the nature and purpose of the Client's business.

Describe in detail the legislative or administrative action(s) the Contract Lobbyist was retained to influence and the outcome sought.

SECTION II Business or Organization Lobbyist Report

Business or Organization Lobbyist: Identify the name of each owner, compensated officer, and compensated employee of the Business or Organization Lobbyist engaged in lobbying activity on behalf of the Business or Organization Lobbyist.

Describe the nature and purpose of the Business or Organization Lobbyist business, organization or association.

Describe in detail the legislative or administrative action(s) the Business or Organization Lobbyist seeks to influence and the outcome sought.

Expenditure Lobbyist

If applicable, identify the name of each person working for the Expenditure Lobbyist to engage in lobbying activity.

Describe in detail the legislative or administrative action(s) the Expenditure Lobbyist seeks to influence and the outcome sought.

Specify the amount of the payment or expenditure for the qualifying activity. Qualifying activity includes any public relations campaign, advertising or similar activities for the purpose of soliciting or urging other persons to communicate directly with a City Official to influence a legislative or administrative action.

A **Legislative action** includes the drafting, introduction, consideration, modification, enactment or defeat of a resolution, ordinance, amendment thereto, report, nomination, or other action of the Mayor, City Council, or City board, commission, task force, or joint powers authority.

An **Administrative action** is the proposal, drafting, development, consideration, advocacy, recommendation, adoption, amendment or approval of any rule, regulation, agreement, contract, permit, license or hiring action.

SECTION III Attachments, Fees, and Verification

If the Lobbyist has reviewed the instructions for all of the forms and has determined there is nothing to report, check the first box indicating the same.

If the Lobbyist has reviewed the instructions for all of the forms and has determined that there is reportable activity, check the box and specify which forms are attached.

Annual Renewal Fees is due January 15 of each year.

Amendment Fee applies to amendments made to previously submitted documents within 15 days of such change.